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Personnel



**AFRC NCO LEADERSHIP DEVELOPMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/QIP
(CMSgt John A. Campbell)
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This instructions implements AFPD 36-80, *Reserve Training and Education*. It prescribes procedures for the management and administration of the AFRC Non-Commission Officer Leadership Development Program (NCOLDP).

SUMMARY OF REVISIONS

This revision supersedes AFRESR 50-9, deletes Numbered Air Force commanders, adds their duties to the AFRC Professional Development Center (HQ AFRC/QI), and updates functional address symbols.

1. Objective: To establish and administer an NCO leadership development program that provides mid-level enlisted personnel (Staff Sergeant and Technical Sergeant) with an academic foundation in leadership and management principles. An environment is provided where students apply academic principles to military situations and operations.

2. Responsibilities:

2.1. HQ AFRC/QIP NCOLDP Program Manager or Representative:

- 2.1.1. Receives nominations from unit military training (DPMAT) for AFRC NCOLDP military facilitators.
- 2.1.2. Schedules use of military facilitators.
- 2.1.3. Ensures two facilitators for each military class.
- 2.1.4. Provides facilitator schedule to host DPMAT.

2.2. Wing Commanders or Representative:

- 2.2.1. Ensures through subordinate commanders and staff agency chiefs that personnel, facilities, and supplies are available to conduct classes.
- 2.2.2. Attends class for opening remarks.
- 2.2.3. Participates in the graduation ceremony.
- 2.2.4. Promotes the publicizing of the AFRC NCOLDP.
- 2.2.5. Provides feedback, as deemed necessary, on unit program management and curriculum, and submit statistical data to HQ AFRC/QIP.
- 2.3. Awards and Recognition Committee. Members are consultants to HQ AFRC/QIP and:
 - 2.3.1. Periodically monitor and evaluate the awards and recognition process and make appropriate changes as directed by HQ AFRC/QIP.
 - 2.3.2. Provide support and assistance to HQ AFRC/QIP in preparation for awards/recognition presentation at the annual training seminar not later than 90 DAYS prior.
- 2.4. Wing DPMAT:
 - 2.4.1. Act as unit point of contact (POC) for all matters pertaining to AFRC NCOLDP, to include:
 - 2.4.1.1. Establishing a schedule and administering AFRC NCOLDP.
 - 2.4.1.2. Publicizing the program.
 - 2.4.1.3. Referring dismissed/no-show students to the unit of assignment.
 - 2.4.1.4. Providing students with information concerning participation.
 - 2.4.1.5. Sending a letter to military facilitators giving them directions to host base, billeting number, rental car requirements, availability of messing facilities, etc.
 - 2.4.2. Establish the number of classes and class dates for upcoming fiscal year, obtain wing commander approval, and forward proposed schedule to HQ AFRC/QIP by 1 June. (Note: DPMAT screens all squadrons/detachments serviced by the Military Personnel Flight.)
 - 2.4.3. Coordinate all schedule changes with HQ AFRC/QIP. Changes must be approved at least two weeks before the class start date.
 - 2.4.4. Update and monitor program attendance using the Advanced Personnel Data System (APDS); Data Information Number (DIN) "EGY."
 - 2.4.5. Provide support to all military facilitators and college instructors.
 - 2.4.6. Distribute individual grade reports when received from the college.
 - 2.4.7. Conduct preliminary inspection/inventory of services to be provided by the college for the purpose of acceptance of services.
 - 2.4.8. Validate and sign the "Certificate of Services Performed" provided by the college instructors at the completion of college sessions.
 - 2.4.9. Forward class critiques to HQ AFRC/QIP within seven days of completion of each session.
- 2.5. Squadron Commanders:
 - 2.5.1. Select primary and alternate candidates to attend AFRC NCOLDP classes.

- 2.5.2. Provide DPMAT a by-name listing not later than 60 days before class start date.
- 2.5.3. Ensure candidates are in compliance with Air Force weight, dress, and appearance standards (Air Reserve Technicians are to be in proper military uniform whether attending in civilian or military status).
- 2.5.4. Determine the duty status in which selectees attend the training session.
- 2.5.5. Ensure orders are completed and distributed.
- 2.5.6. Provide the opportunity for graduates to serve on advisory panels, committees, studies, etc.
- 2.5.7. Ensure funding requirements are identified and submitted to the unit budget officer for attendees.

2.6. Facilitators:

- 2.6.1. Prepare curriculum for delivery and conduct class according to curriculum process. (HQ AFRC/QIP) must approve modifications/deviations.)
- 2.6.2. Maintain professional military standards at all times.
- 2.6.3. Coordinate arrival/departure times with host DPMAT at least five workdays before scheduled class start date.
- 2.6.4. Complete and return facilitator questionnaire upon completion of each seminar.
- 2.6.5. Coordinate schedule changes with HQ AFRC/QIP.
- 2.6.6. Coordinate teaching schedule and other related AFRC NCOLDP commitments with the unit commander.
- 2.6.7. Refer student no-shows and dismissals to DPMAT.
- 2.6.8. Attend annual HQ AFRC/QIP-sponsored training.

3. Procedures:

3.1. Unit Scheduling: Unit DPMAT establishes a program schedule which meets unit needs.

3.2. Program Notification:

3.2.1. Unit DPMATs:

3.2.1.1. Identify target population by computer-generated eligibility product which consists of name, rank, SSN, Date of rank, Duty Air Force Specialty Code, Estimated Time of Separation, and name of supervisor (rating official).

3.2.1.2. Assign quotas to each squadron based on the percentage of personnel eligible. Quotas and eligibility product are provided to the squadron commander.

3.2.2. The squadron commander provides DPMAT with the names of primary and alternate candidates, status of attendance, and the name of the supervisor.

3.2.3. Then, unit DPMATs:

3.2.3.1. Notify selected candidates of program dates, times, location, participation, uniform requirements, etc.

3.2.3.2. Provide candidates with the program bibliography and information concerning program attendance.

3.2.3.3. Prepare a class roster and provide a copy to the college instructor and military facilitators.

3.3. Program Logistics. Unit DPMATs:

3.3.1. Provide classrooms which accommodate training requirements.

3.3.2. Provide instructional media as requested/required.

3.3.3. Arrange transportation and billeting for military facilitators as requested/required.

3.3.4. Ensure a break area is available.

3.4. Program Administration. Unit DPMATs:

3.4.1. Conduct a preliminary inspection/inventory for the purpose of accepting services to be provided by the college. (**NOTE:** Areas for preliminary inspection include, but are not limited to, student materials/study guides, prescribed forms, syllabus, instructional aids, assessment instruments (including class critiques and student tests), and contractor-provided lesson plans. Notify HQ AFRC/QIP if, as a result of this inspection, services will not be accepted. HQ AFRC/QIP has provided requirements to the units.)

3.4.2. Introduce college instructor/military facilitators to the class.

3.4.3. Administer the assessment tools according to instructions provided.

3.4.4. Establish local procedures to monitor attendance and participation. (NOTE: Students must attend at least 15.5. hours of each college phase for satisfactory completion. Students must satisfactorily complete each phase of the program in sequential order (C1, M1, C2, M2). Requirements for satisfactory completion of the college phases are contained in the college training documents. Satisfactory completion of military applications seminars is based upon the candidate's participation, completion of course objectives, attitude, and professional assessment by the military facilitator. Commanders may reenroll withdrawn candidates at a later date.)

3.5. Program Graduation. Unit DPMATs.

3.5.1. Coordinate local procedures for the graduation ceremony and encourage the wing/group commander to attend.

3.5.2. Present AFRC Form 84, AFRC NCO Leadership Development Program Certificate of Training, to graduates.

3.5.3. Distribute, collect, and forward class critiques to HQ AFRC/QIP.

3.5.4. Use certified class roster to update program completion in the APDS, using DIN "EGY."

3.6. Facilitator Recruitment. Military facilitator candidates submit an application package to the unit DPMAT. DPMAT forwards applications to HQ AFRC/QIP. HQ AFRC/QIP sets up a military facilitator training/selection seminar. Applications include:

3.6.1. A resume which includes applicable civilian and military experience, training, educational background, etc.

3.6.2. A recommendation letter from the squadron commander. (**NOTE:** The commander states that the candidate meets AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 40-502, *The Weight Management Program, standards*. The commander states awareness of member's future TDY commitment. Unit funding is required to support the AFRC NCOLDP military facilitator's travel expenses, per diem, and other related expenditures.)

3.7. Military Facilitator Training/Selection:

3.7.1. Military facilitators are trained in the art of facilitating before conducting the military class portion of the AFRC NCOLDP. Training is accomplished through HQ AFRC/QIP sponsored training/selection seminars.

3.7.2. Standardized training objectives and evaluation devices are used to train, evaluate, and select military facilitators.

3.7.3. HQ AFRC/QIP and military facilitator evaluators are on the military facilitator selection committee. Military facilitator coordinators are selected by HQ AFRC/QIP.

3.7.4. Upon selection and completion of training, new facilitators are presented with AFRC Form 2, "**Certificate of Training for AFRC NCOLDP Facilitators.**"

4. Forms Prescribed. AFRC Form 2 and AFRC Form 84.

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